

# CRIMINAL SEALED MOTION FILING INSTRUCTIONS

(Use this event to file a Sealed Motion to Seal)

Select Sealed and Ex Parte Documents.

EECF Civil Criminal Query Reports Utilities Search Logout

Criminal Events

**Sealed and Ex Parte Filings**  
[Sealed and Ex Parte Documents](#) ←  
[Sealed Proposed Orders](#)

**Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)  
[Proposed Orders](#)

**Other Filings**  
[Discovery Documents](#)  
[Waivers](#)  
[Service of Process](#)  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Other Documents](#)

After reading the screen, select Next.

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**Sealed and Ex Parte Documents**

Events from this category restrict the filing from public view. If you do not have the authority to restrict the document from public view, do not use an event from the [Sealed and Ex Parte Documents](#) category.

Select Sealed and/or Ex Parte Motion. Select Next.

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**Sealed and Ex Parte Documents**

**Available Events** (click to select an event)

Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support
Sealed and/or Ex Parte Document
<b>Sealed and/or Ex Parte Motion</b>
Sealed and/or Ex Parte Reply/Sur-reply
Sealed and/or Ex Parte Response/Objection

**Selected Event**

Sealed and/or Ex Parte Motion

After reading the warning, select Next.

The screenshot shows the top navigation bar of the ECF system with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Sealed and Ex Parte Documents". A red warning message states: "WARNING: If this is a multi-defendant case, be careful to select ONLY the defendant(s) to which this filing relates!". At the bottom of the page are two buttons: "Next" and "Clear".

Add your case number and select Find This Case. Select Next.

This screenshot shows the same ECF interface as the previous one, but with the "Criminal Case Number" field populated with "15-10". A "Find This Case" button is now visible next to the input field. The "Next" and "Clear" buttons remain at the bottom.

Carefully select the defendant, if this is a multi-defendant case. Select Next.

This screenshot shows the ECF interface with the case number "5:15-cr-10-3" entered. A "Hide Case List" button is next to the input field. Below the input field, a section titled "Select a case:" contains a list of three cases, each with a checkbox: "5:15-cr-00010-D United States of America v. Defendant1 et al", "5:15-cr-00010-D-1 First Defendant1", and "5:15-cr-00010-D-2 Second Defendant2". The third case, "5:15-cr-00010-D-3 Third Defendant3", is selected with a checked checkbox. The "Next" and "Clear" buttons are at the bottom.

Select Next.

This screenshot shows the ECF interface with the case number "5:15-cr-00010-D United States of America v. Defendant1 et al" displayed in the input field. The "Next" and "Clear" buttons are at the bottom.

Confirm which defendant you have chosen by selecting "Yes." If you must select "No," you will be asked to go back until you can confirm this information. Select Next.

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**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**CASE Selection Confirmation (In a multi-defendant case, apply this event ONLY to the applicable defendant(s)!)**

You selected the case for Defendant(s): **Third Defendant3.**

Do you see the **applicable** defendant(s) name, and no others, displayed in **red** above?

☒ Yes  
☐ No

Next Clear

Add the pdf file of the document for the main document. Add the pdf files and properly describe each attachment. When finished uploading, select Next.

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**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**Select the pdf document and any attachments.**

**Main Document**  
H:\Fake Filing Documents\motion to dismiss Browse...

**Attach your main document**

You must enter an exhibit number and description for all attachments.  
If you select "Exhibit" from the Category, do not retype the word "Exhibit" in the Description field.  
Example: Category = Exhibit Description = 1 - Photo of scene

Attachments	Category	Description
1. H:\Fake Filing Documents\Exhibit1.pdf Browse...	Exhibit	1 - Agreement Remove
2. Browse...		

Next Clear

Carefully read the screen. Select if this filing is sealed or ex parte. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

You are encouraged to include the word *SEALED* or *EX PARTE* in the title or caption of your document, which will aid the Clerk in proper handling.

ECF will serve this document on ALL APPLICABLE PARTIES (sealed) or on the FILER ONLY (ex parte). Regardless of your selection below, neither the entry nor the document will be accessible to the public.

**This document:**  
☒ to be served on BOTH the Applicable Defendant and the USA - Sealed  
(You will indicate your authority to file under seal on a subsequent screen.)

☐ is to be served on THE FILING PARTY only - Ex Parte

Next Clear

Indicate which authority allows you to file the document under seal. Indicate who is filing the document. If you select "Other," you will be required to enter the name of the party in the text box. Enter the title of your document. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**

[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**Indicate the authority to file this document under seal:**

☐ This is a Motion to Seal

☐ Statute or Rule

☒ Prior order entered in this case

**For text purposes, indicate who is filing the document:**

☐ USA

☒ Defendant

☐ Both

☐ Other (selecting Other requires you to enter the party name in the box below)

**Enter the full title of the document below:**

(Example: *Sealed Motion for Leave to File Report*)

If you selected "Prior Order entered in this case" on the prior screen, you must enter the date of the order. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**

[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

Enter the filed date of the order granting permission to file under seal

This screen determines who will receive notice and be able to view the sealed document. Carefully read the screen and make a selection. Use the CTRL key to select multiple parties. Select Next.

The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Sealed and Ex Parte Documents" followed by the case number "5:15-cr-00010-D United States of America v. Defendant1 et al". A red "IMPORTANT!" notice states: "Carefully select the party or parties THAT SHOULD RECEIVE NOTICE of this event." Below this, a message says: "Your prior selections indicate this filing is related to or should be served upon: Third Defendant3, and the USA. If this is not correct, ABORT and begin again!". The main content area is divided into two sections. On the left, under "Collapse All" and "Expand All" links, is a list of parties: "United States of America pla", "First Defendant1 dft", "Second Defendant2 dft", and "Third Defendant3 dft". On the right, under the heading "Select the Party:", is a list box containing "United States of America [pla]", "Defendant1, First [dft]", "Defendant2, Second [dft]", and "Defendant3, Third [dft]". At the bottom of the list box are "Next" and "Clear" buttons.

Confirm that the parties chosen should receive notice. Select Next.

The screenshot shows the ECF interface with the same header and case information as the previous screen. Below the case information, a section titled "NOTICE Selection Confirmation:" displays "name returned is United States of America, Third Defendant3". A blue instruction states: "The parties listed below will receive notice of and have access to this document:". Below this, the parties "United States of America, Third Defendant3" are listed in red text. A confirmation message reads: "I have reviewed my NOTICE selections displayed in RED above, and I CONFIRM THAT:". Below this are two radio button options: "The party or parties above SHOULD receive notice of this filing" (which is selected) and "The party or parties above SHOULD NOT receive notice of this filing". At the bottom are "Next" and "Clear" buttons.

Select Next.

The screenshot shows the ECF interface with the same header and case information. At the bottom of the page, there are "Next" and "Clear" buttons. The "Next" button is highlighted with a dashed border.

Confirm the docket text and the file names of the documents you attached. If this is correct, select Next. If this is not correct, ABORT by selecting “Criminal” on the blue bar and starting again.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

Docket Text: Final Text

**Sealed Motion to Dismiss (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by Defendant. (Attachments: # (1) Exhibit 1 - Agreement) (attorney3, )**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

Have you redacted?

*Source Document Path (for confirmation only):*  
C:\fakepath\motion to dismiss.pdf pages: 1  
C:\fakepath\Exhibit1.pdf pages: 1

The Notice of Electronic Filing should indicate that your document was sent via email to the attorneys you chose during docketing. Only these attorneys will have access. If other counsel/parties in the case are supposed to receive this document, you will need to mail it to them.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

U.S. District Court  
Western District of Oklahoma[TEST]

**Notice of Electronic Filing**

The following transaction was entered by attorney3, on 4/14/2015 at 11:42 AM CDT and filed on 4/14/2015

Case Name: United States of America v. Defendant1 et al  
Case Number: [5:15-cr-00010-D](#)  
Filer:  
Document Number: [9](#)

Docket Text:  
**Sealed Motion to Dismiss (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by Defendant. (Attachments: # (1) Exhibit 1 - Agreement) (attorney3, )**

5:15-cr-00010-D-3 Notice has been electronically mailed to:

attorney13 kathy\_rose@okwd.uscourts.gov  
attorney3 elteshamul\_haque@okwd.uscourts.gov  
United States Attorney aczanj-gamer@yahoo.com